

CONFIDENTIAL

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 39

9 JUL 1970

COMMUNICATIONS LINK WITH THE

[REDACTED]

25X1

1. GENERAL

a. Effective approximately 15 July 1970, a communications link for transmission of classified messages will be operative between the [REDACTED] and the following:

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(1) Headquarters - Signal Center (copies distributed through Cable Secretariat as addressed)

(2) Headquarters - Ames Building Signal Center

(3) [REDACTED] (switched via Ames Signal Center between 0700 and 1800 EST)

(4) [REDACTED] (switched via Ames Signal Center between 0700 and 1800 EST)

(5) Contractors - (switched via Headquarters Signal Center)

(a)

(b)

(c)

(d)

[REDACTED]

25X1

b. Any component of the Agency may address [REDACTED] as necessary, providing the message is released by a properly authorized officer and providing the Office of Logistics (OL) receives information copies. [REDACTED] may directly address any technical component, the decentralized contracting teams, the Office of Finance, the Office of Security, or other offices as necessary, also providing OL receives information copies of messages.

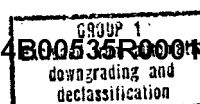
25X1

c. There will be no direct communications between [REDACTED] and overseas field stations.

25X1

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CONFIDENTIAL

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 39

d. Release of any message requesting that a contract be initiated or material be procured (the equivalent of a Form 2420 or a Form 88) will entail responsibility that necessary approvals have been obtained and that funds cited have been properly certified. A number will be assigned and cited in the message. Copies of such requests or requisitions need not be pouched, except for additional data (proposals, specifications, memoranda, etc.) which should be forwarded for inclusion in the official contract file.

e. Though messages from Headquarters may be filed at any time, there will be no communicator on duty at [] other than normal working hours, which are 1100 to 2000 EST; therefore, high precedence messages cannot be received outside of those hours.

f. The use of cryptonyms and pseudonyms will be avoided to the greatest extent possible.

2. AUTHORITY

Authority to release messages at [] will be confined to the Chief and the Deputy Chief.

3. PROCEDURES

a. Outgoing messages to []

All outgoing messages will be addressed to: []

25X1

(1) Messages outgoing through the Headquarters Signal Center will be prepared on the Form 12 (Outgoing Message Form). The CITE will be DIRECTOR. The INFO line will include LOGISTICS. Any other component to which an information copy should be forwarded will be included as a coordinator or noted for information distribution following END OF MESSAGE. The first sentence of the body of the message should identify the specific component (and individual, if desired) sending the message; example:

[]

CONFIDENTIAL

CONFIDENTIALOFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 39

(2) Messages outgoing through the Ames Signal Center may be prepared on Form 1304 (Outgoing Message). The CITE will be LOGISTICS or ORD/AMES, and DIRECTOR will always be included as an INFO addressee. (When relayed to DIRECTOR from Ames Building, messages will be assigned an IN number and will be distributed to all INFO addressees.) If the originator is other than OL, the INFO line will include LOGISTICS. Any other component to which an information copy should be forwarded will be included as a coordinator or noted for information distribution following END OF MESSAGE. The first sentence of the body of the message should identify the specific component (and individual, if desired) sending the message; example:

[REDACTED]

(3) Messages from [REDACTED] will be addressed to [REDACTED] and will be relayed through Ames Signal Center. The CITE will be [REDACTED] [REDACTED] No Headquarters' distribution will be made. If it is necessary to pass the same information to Headquarters, a separate message will be transmitted.

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(4) Messages from specified contractors with special facilities will be addressed to the [REDACTED] and transmitted through the Headquarters Signal Center. These messages will be relayed to [REDACTED] without Headquarters releasing or copy distribution.

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b. Incoming Messages from [REDACTED]

(1) Incoming messages to the Headquarters area will be addressed to the specific action component (adding the true name of an individual, if desired and in accordance with security requirements). The CITE will be [REDACTED] [REDACTED] If OL is not the action addressee, it will always be shown as an INFO addressee, plus any other desired INFO addressees. If the message is transmitted through the Ames Signal Center (OL and ORD/AMES during the hours 0700 to 1800 EST), DIRECTOR will always be added as an INFO addressee, in order that an IN serial number will be assigned and confirming copy distribution made. A temporary flimsy copy will be sent to an action addressee located in the Ames Building. Other INFO addressees may be added as necessary.

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OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 39

(2) Messages from [] will be so addressed and will include the words CITE [] 25X1
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These messages can be transmitted only through the Ames Signal Center during the hours 0700 to 1800 EST. No INFO copies can be passed. If it is required that the same information be passed to a Headquarters component, it will be necessary to transmit a separate message.

(3) Messages from [] to specified contractors will be addressed to the contractor by name, will include the words CITE [] 25X1
[] and will be transmitted through the Headquarters Signal Center. These messages will be passed to the contractor's facility without Headquarters re-leasing or copy distribution. If it is required that a Headquarters component receive the same information, it will be necessary to transmit a separate message.



John F. Blake
Director of Logistics

Distribution:

- 2 - DD/S
- 1 - Cable Secretariat
- 1 - OC/DOMCA
- 1 - OF/C&LD
- 1 - OF/ICAD
- 1 - SC&PS/TSSG/NPIC/DD/I
- 1 - CS/CMG/DD/P
- 1 - SC&PB/OEL/DD/S&T
- 1 - PMS/DD/S&T
- 1 - PMS/ORD/DD/S&T
- 1 - OL/B&FB
- 1 - OL/SS
- 1 - OL/[]
- 6 - OL/PD
- 1 - OL/SD
- 1 - []
- 1 - []
- 1 - []

Distribution Withheld:

- 1 Ea. ACRB Member
- 1 Ea. ACRB Advisor
- 1 C/CMD/OSA/DD/S&T
- 1 C/CB/OSP/DD/S&T
- 1 CO/OSA
- 1 CO/SPS/DD/S&T
- 1 OL Official
- 1 D/L Chrono

OL/PMS/[]

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